

At-Risk After School Program Mini Resource

The information in this mini-resource is meant for experienced Child and Adult Care Food Program (CACFP) contractors operating one or more at-risk after school program center(s). For more detailed Program information, refer to the at-risk policy and procedures manual or the at-risk orientation and recordkeeping handbook (under Laws, Regulations & Manuals) on the website at: www.health.mo.gov/cacfp. Retention of the original records described in this resource is required for three full fiscal years.

Program Eligibility - to be eligible to participate in the at-risk afterschool meals component of CACFP, either independently (one center) or through a sponsoring organization (responsible for two or more centers), an at-risk after school program must:

- Be organized primarily to provide care for children after school and, with approval, on weekends, holidays, or school vacations during the regular school year. Note: At-risk programs that wish to operate over the summer months may be eligible to receive meal reimbursement through the Summer Food Service Program (SFSP);
- Provide organized regularly scheduled activities (i.e., in a structured and supervised environment);
- Include education or enrichment activities; and
- Be located in an eligible area – the attendance area of a public school with at least 50% of its enrolled students eligible for free or reduced-price meals.

Daily Dated Records required – the form name or CACFP number (noted in parentheses) can be printed from the CACFP website (Applications and Forms) at: www.health.mo.gov/cacfp

- ✓ **Menus** (Snack and Supper Menus or CACFP-210) must comply with the at-risk meal pattern requirements (Food Chart - At-Risk After School);
- ✓ **Attendance** documentation (CACFP-213) and/or **Time In/Out** sheets (CACFP-221) – no more than this number of meals or snacks may be claimed each day; and
- ✓ **Meal Counts** – tally of children receiving snack and/or meals (Meal Count Record (Tally) for At-Risk Programs). A separate form must be used for each meal type (snack or supper). Record (separate from children) any adults performing food service labor who are served a meal or snack, if applicable. NOTE: Do NOT claim any adult meals.

Other Required Document Retention:

- ✓ **Non-profit food service documentation** – monthly retention of original, itemized, dated food and milk receipts and paid invoices that document Program food purchases, labor costs, operating costs and income to the Program (if applicable);

- ✓ **CACFP staff training** – annual documentation of CACFP required staff training (CACFP-222);
- ✓ **Beneficiary Data report** – annual visual documentation (CACFP-226) by Racial/Ethnic category;
- ✓ **Display of the “And Justice for All” poster** – posted in a location visible to the public;
- ✓ **CACFP contract** – current fully executed contract with the Missouri Department of Health and Senior Services – Community Food and Nutrition Services (MDHSS-BCFNA)
- ✓ **Current health and fire inspections** – if applicable
- ✓ **Processed food documentation** – CN label, manufacturer’s product formulation (product analysis) or center product analysis, if applicable
- ✓ **Medical food substitution form(s)** – if applicable
- ✓ **Site Monitoring** – required if a Sponsoring Organization (SO); documentation of site monitoring visit reports (CACFP-404)

Records Not required:

- Enrollment forms
- Income Eligibility Forms (IEFs)
- Child care license
- Food production records (required if meals are vended)
- Point of service meal counts

Differences of At-Risk Programs compared to other CACFP Programs:

- All meal types (snack and/or supper) are claimed at the “free” rate of reimbursement;
- Children 18 years of age or under at the start of the school year may be claimed. Reimbursement may be claimed for participants who turn 19 during the school year;
- One meal and one snack may be claimed per child per day;
- Program must be organized (structured and supervised) and provide scheduled academic or enrichment activities;
- Meals and snacks may be claimed only after school during the school year when school is in session (an exception for the requirement to serve meals after the end of the school day may be made for school programs operating at least one hour longer than the traditional school day);
- With MDHSS-BCFNA approval, one meal and one snack may also be claimed per participant per day on weekends and holidays (during the school year); these meals and snacks can be served at any time during the day.